

Evaluating Tenders and Quotes - ONLINE

Level: Intermediate

Description

Selecting the right supplier is critical in the procurement process. If you undertake a poor evaluation or fail to have a clear set of evaluation criteria, you can end up with the wrong supplier. This can create a long list of headaches, result in a pile of wasted money and often results in you not achieving your procurement goals.

Get it wrong and you can end up in hot water, facing legal challenges and supplier complaints.

This course demystifies the evaluation process and looks at best practice in relation to planning and undertaking the tender or quote evaluation, negotiating the contract and also debriefing the bidders that were unsuccessful.

Learning Outcomes

On completion of the course participants should be able to:

- Understand the process for evaluating a tender or quote
- Understand the types of situations when negotiation is required
- Understand the negotiation process and approaches (consultative and competitive) as well as ethical considerations
- Plan the evaluation/ negotiation process
- Understand the publicising of contracts, transparency and some points of difference across jurisdictions

Program Content

5 videos – 4 quizzes - 4 hours of learning

- Overview
- Module 1: Evaluation Responses (with quiz)
- Module 2: Negotiating the Contract (with quiz)
- Module 3: Debriefing Unsuccessful Bidders (with quiz)
- Module 4: Publicising Contracts (with quiz)